



Saxon Wood School

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Dear Parents/Carers

I hope you are all well and keeping safe.

We had our second planning meeting on 3rd June to look at the arrangements and measures we need to put in place in before we re-open Saxon Wood. This meeting was held by the school's Senior Management Team, who met with representatives from the Health team and our Governing Body, as well as some Senior LSA's and our office staff.

We discussed arrangements and measures to be put in place, during this first phase towards re-opening.

These arrangements and measures are as follows:

School hours

- School will begin a planned, phased re-opening on Monday 15th June 2020 for those children who have stated that they would like their child to return. Staff will return to school on 8th June 2020. This will enable us to make adapt the environment to suit the current situation. Staff will also be trained over this week in using PPE, cleaning requirements and managing working in 'Bubbles.' Staff will also carry out a deep clean throughout the school and in their designated Bubbles.
- The school day will begin at **9:30am and close at 2:15pm**. This will allow further cleaning to take place each day. These times will be reviewed weekly.
- School will be **closed on Fridays** to allow a whole school deep clean to be carried out by staff. This will be reviewed weekly.

Drop-Off and collection

- Buses and parents will come into the car park. Children will remain in vehicles and a member of staff from your child's bubble will come to the vehicle and take them into school. At the end of the day a member of staff will bring your child out to their bus or car. No parents will be allowed into the building. We will also be asking for cars and buses to move away once unloaded quickly to minimise the number of people in the car park at any one time.

- The school is currently liaising with Transport, in relation to social distancing measures and the change in school hours. Further information regarding this, will be sent to you next week

School day

- Each classroom will become a 'Bubble'. The same children and staff will remain in their bubbles each day. We will limit any movement between bubbles to an absolute minimum to decrease risk of cross contamination.
- Please see additional information which informs you of which Bubble your child will be in and which member of staff they will be with. We have tried to ensure children have staff member they are familiar with.
- Teachers will carry out planning for their 'Bubbles', but please be aware that we have a limited teaching staff and we have had to carry out risk assessment on staff too. Initially some classes will be taught by Senior LSAs, but this will have been planned for by the teachers. Although some teachers may be in school, due to their own circumstances, they may need to be isolated as much as possible from the children and other staff. They will also carry out some virtual home learning for children who are not in school. These arrangements will be reviewed weekly.

Lunch and snacks

- There will be no school dinners available. Pupils will need to bring their own food, drink AND their own crockery. This should be in a disposable bag with their name on it. Crockery must be in a separate named bag, which will be returned to you for you to clean. No school utensils will be used
- We will NOT be able to heat any food for children. You can, however provide heated food for your child in a flask
- If your child is eligible for a free school meal, you will continue to get your vouchers, and you should use those to cover the cost of packed lunches.
- Snacks, as with lunches you will need to provide all food and drinks for snack. These will once again need to be in bottles/cups that your child can use. No school utensils again will be available for use.
- These arrangements will be reviewed weekly

Children becoming ill:

- If a child becomes ill during the day or displays symptoms of COVID-19 they will be isolated in a zoned area with a member of staff. Parents will be asked to collect pupil immediately and further information will be given. Parents will be expected to follow public health advice.
- If a member of staff becomes ill, we will isolate the member of staff and follow public health advice.

Physiotherapy:

- We will ensure that children have postural changes throughout the day. However, we cannot guarantee that all physiotherapy programmes will be carried out due to the close proximity required by staff when carrying out stretches. Also we will restrict use of standing frames and walkers.

Health team

- We will have a member of the school health team present throughout the school day, who will also wear the appropriate PPE when moving between bubbles.
- To minimise the movement between bubbles, a member of the health team will be in touch with you to discuss medicine administration options, if your child has medicine administered during the school day and whether this can be administered at home to avoid contact with additional members of staff.

Additional measures taken

PPE

- Staff will be wearing PPE at times during the day when they are required to be in close proximity to children. This will include when carrying out personal care and feeding.
PPE will consist of: disposable gloves, disposable apron, surgical face mask and face visor. Staff, who have been advised by their medical practitioner, may also wear PPE at other times throughout the school day

Hand hygiene

- Staff and pupils will be washing their hands or using hand sanitisers regularly throughout the day, starting by cleaning hands on arrival. We will be using school hand soaps or sanitisers. If your child has any skin care issues please inform the school BEFORE school re-opens.

Monitoring temperatures

- All staff and pupils will have their temperature taken on arrival at school. We have ordered a thermometer for each 'Bubble' to reduce the risk of cross- contamination.

Clothing

- Children and staff will be asked to wash all clothing that on a daily basis to limit contamination between home and school. Therefore, the uniform does not have to be worn, but parents can choose whether their child will wear the school uniform.

Classroom resources

- For those children who will be using pens, pencils, rulers and crayons throughout the day, they will be provided with their own plastic wallet with their name on it.
- Soft toys will be removed from classrooms.
- There will be a limited selection of toys and resources for children to access, one at a time. After each use, these toys and resources will be wiped before the next child can access them.
- Classroom surfaces, such as tables will be cleaned regularly throughout the day. Switches and door handles, likewise.

Wider school areas

- Weather permitting, external classroom doors and windows will be opened throughout the day and children will be able to access these the enclosed classroom areas as much as possible, to prevent the children remaining in an enclosed classroom all day and to further reduce risks.
- The school hall will be out of bounds: PE lessons will take place in the external classroom areas
- The use of the therapy room and sensory room will be restricted to one child at a time, and these areas will be cleaned between each use.
- School assemblies are cancelled until further notice.

Social Distancing

- You may already be aware, that maintaining social distancing in a school is extremely difficult and the Government is aware of that, so they have asked to carry this out where possible.
- Children will be allocated spaces in the classroom, but this will be difficult for our children to adhere to, which is why there will be an extremely heightened response to ensuring the classrooms are cleansed throughout the day, and that regular hand-washing takes place too
- As outlined above, when dealing with a child's personal care, staff will wear PPE as an added protection for both the children and staff.

As you can imagine, the plan to re-open Saxon Wood has been an enormous task and we still have much to put in place next week.

Although we cannot eliminate every possible risk, as is the case in day to day life, please be assured that the plans we have in place will help to reduce those risks.

When children do return on 15th June, it will be a different experience from what they have previously known at Saxon Wood, such as:

- Although lessons will take place, there may be changes in some provision.
- There will be limited movement around the school.
- Homework will not be provided until further notice, including reading books, to minimise the risk of cross-contamination.
- Children will not be allowed to bring in toys or books from home.
- Much more stringent hygiene routines will be in place.
- Some classes may not be taught by their class teacher, but this will be reviewed weekly

Our reduced opening hours is a necessity at the moment and I ask that you bear with us as we enter this phased approach to re-opening. Staff will be working tirelessly to carry out additional jobs, such as robust cleaning, ensuring Covid-19 risk assessments are being adhered to, as well as providing an education for the children.

These measures will be reviewed weekly and I will communicate with you weekly to update you of any potential changes, even if it is to inform you that the current arrangements remain the same.

The first few days when you child return to school will have a pastoral focus: children may have some anxieties as they have not been to school for some time. They will need to get used to the new routines and they need time to reconnect with staff and other friends in their Bubble.

Next week we will email photos to you, of the staff in your child's Bubble wearing their PPE equipment. It would be extremely useful if you could share these with your children and help to prepare them, and to communicate in a way that is appropriate, about the changes they will encounter.

I would like to take this opportunity to thank you for your patience and understanding during these difficult times and if you do have any concerns or questions please do not hesitate to contact me or speak with the key staff member when they carry out their weekly phone call to you.

We look forward to welcoming your children back at school and we hope you and your family continue to keep safe.

Kindest regards

Jakki Alexander
(Headteacher)